

PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Philip Morris Companies Inc.
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RECORDS MANAGEMENT PROGRAM QUESTIONNAIRE

TO: HUNTON & WILLIAMS
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Post Office Box 1535
Richmond, Virginia 23212-1535

FROM: Name: Joseph DiDona

Title: Security Supervisor

Department: Headquarters Services

Division/functional area: Security/Reception

Immediate supervisor
and title: James L. Wegman, Security Manager

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DEFINITIONS

RECORDS - Any generated or received paper, book, photograph, microform (microfilm or microfiche), map, drawing, chart, card, magnetic tape or other computerized information, or any copy or printout thereof. Records include not only official files, central files, and stored files, but also all records relating to the Company's business regardless of their physical location, including records kept in your desk, credenza, home, car, etc.

RECORD CATEGORY - Any group of related records which are normally used and filed as a unit and permit evaluation as a unit for purposes of setting retention periods. A record category is not necessarily a file folder title. Good examples of record categories are: Purchase Orders; Budgets; Performance Appraisals; Status Reports; Managers' Meetings. Exhibit A is a list of some commonly used categories.

PLEASE COMPLETE THE FOLLOWING FULLY AND CAREFULLY:

1. Exhibit B is the records retention schedule which is meant to apply to your department's records. If you believe a different retention schedule applies to your area, please attach a copy of such schedule. If your department uses a method other than a formal retention schedule to determine how long records should be kept, please describe this method and provide copies of all relevant materials.

2. Please list all categories of records currently maintained by your department in its office area or on-site. Provide the record category name, the approximate chronology (or year of the earliest dated document in the category), the retention period, and how the retention period is determined (for example, by a records retention schedule, through general office practice or routine, etc.). Make additional copies of this page if necessary.

CURRENT DEPARTMENT RECORDS CATEGORIES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Incident Log	1988	C+2	G.O.P.
Inc. Reports (All Categories)	Per.	Per.	G.O.P.
Account Codes - Security Department	1988	C+2	G.O.P.
ADT Console Matters		Per.	Literature For Console Operations
After Hours 100 Park Avenue	Current	60 Days	G.O.P.
Building Activity/Clearance Memos	1990	C+1	G.O.P.
Camera Instructions	1987	Per.	Literature For Reference Purpose
Console Operations	1986	Per.	Literature For Reference Purpose
CPR Training Program	1988	C+2	G.O.P.
Daily Assignment Sheets	1989	C+1	G.O.P.
Electric Debugging Telephone Reports	1985	Per.	G.O.P.
Elevators	1985	Per.	Literature For Reference Purpose
Emergency Notifications	1990	Per.	Updated As Deemed Necessary
Fire - All Items	1987	C+3	G.O.P.
InterOffice Memos	1990	C+2	G.O.P.
Locker Roster	1989	Per.	Updated As Deemed Necessary
Night Shift Differential/Holiday Procedures	1987	Per.	Literature For Reference Purpose
Originals	1990	Per.	G.O.P.
Package Log	1990	C+1	G.O.P.
Property Passes	1988	C+2	G.O.P.
Security Job Descriptions	1982	Per.	G.O.P.
Service Contracts	1987	Per.	G.O.P.
Short Term Disability Forms	1989	Per.	G.O.P.
Shredding Machine	1987	Per.	Literature For Reference Purpose
Training Manuals	1987	Per.	Literature For Reference Purpose
Transit Schedules	1990	Current	G.O.P.
Vehicle/Garage Papers	1980	Per.	Literature For Reference Purpose
Walkie Talkies Radios	1981	Per.	G.O.P.

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CURRENT DEPARTMENT RECORDS CATEGORIES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Weekend Workers	1990	C+1	G.O.P.
Whitney Museum/Gallery	1983	Per.	G.O.P.
Yearly Statistical Reports	1990	C+1	G.O.P.
Miscellaneous	1983	Per.	G.O.P.
Personnel - Full Time	Per.	Current	G.O.P.
Personnel - Part Time	Per.	Current	G.O.P.

3. Please list all categories of business-related records currently maintained by personnel in your department in their desks, credenzas, work areas, homes, etc. Such records include daytimers, working copies of ongoing project files, drafts of reports, or other materials that are not part of a shared file. Provide the category, chronology, retention period, and how this retention period is determined. Make additional copies of this page if necessary.

CONVENIENCE FILES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Alarm Contract Project	1989	Current	G.O.P.
Monthly Statistics	1987	Per.	G.O.P.
Record Retention Project	1990	Current	G.O.P.
Investigations	1988	C+5	G.O.P.
Calendar (desk)	1990	Current	G.O.P.

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4. Exhibit C is a computer printout of all records or boxes your department has sent to QRSA, Iron Mountain, or Carlstadt. Please review this list for completeness and accuracy. From this printout, please determine what categories of records your department has stored at QRSA, Iron Mountain, or Carlstadt and list those categories below. If you know of other categories of records in storage not listed on Exhibit C, or if you store records in a different off-site facility, please provide the category, the location of the stored files, the approximate chronology, the retention period, and how this retention period is determined. Make additional copies of this page if necessary.

STORED CATEGORIES OF RECORDS

<u>Category</u>	<u>Location</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
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5. Please list all machine-readable or electronic categories of records maintained by your department, where the data are used or located (e.g., P.C., mainframe, floppy disks, etc.), the chronology, the retention period, and how the retention period is determined. Make additional copies of this page if necessary.

MACHINE-READABLE OR ELECTRONIC CATEGORIES OF RECORDS

<u>Category</u>	<u>Location/Type of Medium</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Omega Alarm Tapes	Tapes	1990	C+1	G.O.P.

6. State the number of employees in your department who maintain records to which the information provided in response to this questionnaire applies.

2 People

7. What laws, governmental regulations, etc., do you perceive as governing your departmental records or as requiring you to retain records?

OSHA, FCC, NYCED

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